



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

0 5 OCT 2016

MEMORANDUM FOR MEMBERS OF AIR EDUCATION AND TRAINING COMMAND

FROM: AETC/CC

1 F Street, Suite 1
JBSA Randolph TX, 78150-4324

SUBJECT: GENERAL ORDER – Mexico Travel Restrictions

1. **PURPOSE:** To implement Department of Defense (DoD), United States Air Force, and Air Education and Training Command (AETC) restrictions on travel within Mexico due to security concerns. This General Order (GO) supersedes the previous GO – Mexico Travel Restrictions, dated 18 April 2016.
2. **AUTHORITY:** The Uniform Code of Military Justice (UCMJ); Title 10, United States Code, Sections 801-940; USNORTHCOM Force Protection (FP) Directive 15-303; and AFNORTH FP Directive 16-013.
3. **APPLICABILITY:** Effective immediately, this GO applies to all active component personnel, to include other DoD service members assigned to AETC installations and/or units. It also applies to AETC civilian employees, AETC dependents, members of the Air Force Reserve and Air National Guard (when organized under Title 10 of the United States Code) assigned or attached within AETC, and AETC contractors (as long as it does not violate any terms of the contract) when traveling in an official capacity. Members of the reserve component activated on Title 10 orders and traveling for non-official purposes (leave) must abide by applicable provisions of this GO. AETC civilian employees, AETC dependents, and AETC contractors traveling for non-official purposes are strongly urged to abide by all travel prohibitions and advisories.
4. **PUNITIVE ORDER:** **Paragraph 5 of this GO is punitive. Failure to obey this GO by persons subject to the UCMJ is a violation of Article 92. Violations may result in courts-martial, Article 15, or other disciplinary/administrative actions. Failure to obey this GO by AETC civilian employees when traveling in an official capacity may result in adverse disciplinary action.**
5. **PROHIBITED ACTIVITIES:** The following activities are prohibited.
 - a. All non-official travel (routine or emergency leave) to, or through, any portion of Mexico located within 50 statute miles of the U.S.-Mexico border without proper approval from the first O-6 or civilian equivalent in the chain of command.
 - b. All non-official travel (routine or emergency leave) to the states of Chihuahua, Coahuila, Colima, Durango, Estado de Mexico, Guerrero, Jalisco, Michoacan, Nayarit, Nuevo Leon, Oaxaca, San Luis Potosi, Sinaloa, Sonora, Tamaulipas, and Zacatecus without proper approval from the first O-6 or civilian equivalent in the chain of command.
 - c. Ground travel across the U.S. Mexico border through a restricted state.
6. **OFFICIAL TRAVEL:** Official travel to the 16 restricted states is limited to mission essential travel.

a. Aircraft and Personnel Automated Clearance System (APACS) submission and Country/Theater Clearance is required for ALL official travel to Mexico. Follow APACS submission requirements in the Foreign Clearance Guide (FCG).

b. The Department of State (DoS) has mandated a non-waiverable training requirement for official travel to the following Consular Districts: Tijuana, Nogales, Ciudad Juarez, Nuevo Laredo, Matamoros and Monterrey. Travelers must review the FCG requirements and cite completion date in their APACS submission.

c. Minimum approval authority for official travel to restricted and non-restricted states is an O-6 or civilian equivalent. Minimum approval authority cannot be waived or delegated.

7. NON-OFFICIAL TRAVEL.

a. Non-official travel (routine or emergency leave) to non-restricted states: APACS submission and Country/Theater Clearance are not required. Regular leave approval standards apply (no minimum approval authority required).

b. Non-official travel (routine or emergency leave) to restricted states and any portion of Mexico located within 50 statute miles of the U.S.-Mexico border: The member must contact the Installation Antiterrorism Officer (ATO) to begin the travel request process. This travel requires an APACS submission and Country/Theater Clearance. Follow APACS and leave submission requirements in the FCG. The minimum approval authority for travel is the first O-6 or civilian equivalent in the chain of command. The traveler must complete an AETC Mexico Travel Exception to Policy Travel Approval Worksheet and receive APACS approval. The Installation ATO will forward the completed worksheet to AETC (afimscdet7.workflow.aetc@us.af.mil) for situational awareness once the travel has been approved.

(1) Determination of emergency leave is per AFI 36-3003, *Military Leave Program*.

(2) When time is critical and immediate action is required, the traveler must contact the Installation ATO to assist with expediting country clearance requests. Follow procedures outlined in the FCG, Section IV, Paragraph D. Upon notification of emergency travel requirement, the Installation ATO will immediately contact the AFIMSC Det 7/Antiterrorism Program Manager (ATPM).

c. Special circumstance travel concessions in restricted states:

(1) Pre-planned travel to U.S. Consulates in Nogales, Sonora; Ciudad Juarez, Chihuahua; and Nuevo Laredo or Matamoros, Tamaulipas to conduct personal or family member DoS business is authorized. Travel is limited to day time only, with no overnight stay. The two-person buddy rule is in effect (i.e., traveler must remain with another person at all times). APACS submission and Theater/Country Clearance is not required. EXCEPTION: APACS submission and Theater/Country Clearance is required, if extenuating circumstances warrant overnight stay approval. Approval authority (listed in paragraph 7b) must ensure traveler has a communication plan.

(2) Travel on cruise ships that visit ports in restricted states is authorized. However, if the traveler intends to go ashore, then APACS submission and Country/Theater Clearance is required. The APACS request must specifically state city of port visit. Additionally, the traveler must comply with paragraph 7b to obtain minimum approval authority and submit the required AETC exception to policy worksheet when debarkation is in a restricted state.

d. Enroute travel through restricted states: Travel such as flying into a restricted state as part of an enroute travel plan to a final destination into an area not restricted may be authorized by an O-6 or civilian equivalent. Enroute travel does not require APACS submission or Country/Theater Clearance. Travel of this nature should only be approved when conditions present undue hardship on the traveler (i.e., extreme monetary cost, delay of expedient travel, no nearby air facilities, or other considerable impacts). An AT plan must be approved by the first O-6 or civilian equivalent in the chain of command. It must cover travel through the restricted area and identify the risk mitigation measures being implemented is required. The traveler must complete an AETC Mexico Travel Exception to Policy worksheet and the Installation ATO will forward the completed worksheet to AETC (afimscdet7.workflow.aetc@us.af.mil) for situational awareness.

e. AETC is charged to maintain situational awareness for non-official travel to restricted states. Personnel traveling to restricted states are directed to provide the following information to their Installation ATO: APACS number, rank, full name, unit of assignment, and rank/name/title of approving authority as listed in APACS prior to departing on non-official travel. The Installation ATO will forward it to afimscdet7.workflow.aetc@us.af.mil

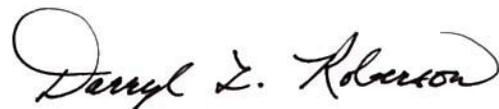
8. TRAVEL POLICY: All DoD travelers must review the FCG prior to planning travel and comply as applicable. Travel to any area requiring Country/Theater Clearance must be obtained prior to initiating travel. The FCG can be found at <https://www.fcg.pentagon.mil/>.

9. TRAVEL ADVISORY/WARNING: All DoD travelers shall review the DoS Travel Warning for Mexico, found at <http://travel.state.gov/content/passports/english/alertswarnings.html>. However, this directive and the FCG take precedence.

10. APPROVING AUTHORITY RESPONSIBILITY: Approving authorities must review the applicable DoS Overseas Security Advisory Council (OSAC) Consular District Crime and Safety Report for travel restricted and non-restricted states. This action is required prior to making any risk acceptance decision. Current OSAC Crime and Safety Reports for Mexico can be found at <https://www.osac.gov/Pages/Home.aspx> under the Reports tab. Approval authority is responsible for ensuring AFIMSC/Det 7 is notified IAW instructions above.

11. UNIT COMMANDER RESPONSIBILITY: Commanders and military/civilian supervisors will ensure all personnel are briefed on the prohibitions and requirements of this GO.

12. EFFECTIVE/EXPIRATION DATES: This GO is effective immediately and will remain valid until rescinded or superseded. Direct questions concerning this GO and its contents through the installation ATO to the AFIMSC Det 7 Antiterrorism Program Manager.



DARRYL L. ROBERSON
Lieutenant General, USAF
Commander

Attachment:

AETC Mexico Travel Exception to Policy Travel Approval Worksheet